

TOWN OF ALLENSTOWN
Select Board
16 School Street
Allenstown, New Hampshire 03275
September 14, 2015

Call to Order.

The Allenstown Select Board Meeting for September 14, 2015 was called to order by Mr. Gryval at 6:00p.m.

Roll Call.

Present on the Board: Jeff Gryval and Jason Tardiff.

Excused: Kate Walker

Others Present

Residents of Allenstown:

Others Present:

Other Public Officials: Larry Anderson, Sewer Commission; Armand Verville, OAMH; and Claudette Verville, OAMH.

Allenstown Staff: Shaun Mulholland, Town Administrator; and Paul Paquette, APD.

Citizens Comments: N/A

Meet with Allenstown Historical Society to discuss the plans to return the 1927 Reo School Bus to Allenstown.

Mr. Verville distributed pictures of the school bus to the Board.

Mr. Tardiff asked how it ended up in Maryland. Mr. Verville stated he met with Tim Scannell two months ago. He stated Scannell's are part of the Hayes family. He stated Mr. Scannell had a picture of the truck his relative used to drive children to school and had informed him the truck still exists. He explained the history of how the truck moved around with the original owners and their children. He stated he spoke to the current owners and they decided to give the truck back to the town.

Mr. Verville stated they had started getting things moving along with the Historical Society.

Mr. Verville stated it has been sitting in a garage for 40 years and at the time it was put there they drove it in so he doesn't see why they won't be able to drive it out. He stated there are some things which need a little repair such as the driver's seat. He stated the body was custom made.

Mr. Verville stated they are looking for a permanent home for it. He stated Mr. Mulholland suggested the truck box at Volunteers Street Park. He stated it would fit in the truck box. He stated he would like Allenstown to have a hand in this. He asked the Board if they would allow them to put the vehicle in the truck box. The Chair asked Mr. Mulholland if there is any reason they can't. Mr. Mulholland stated there is no reason they can't.

The Chair asked if it's owned by the Historical Society can they cover it under the town's insurance. Mr. Verville stated they can't. He stated their insurance representative is working on it but is running into a lot of problems. He stated worse case scenario it will be uninsured. The Chair stated they would like to see it once it is in town.

The Chair asked since it will belong to the Historical Society they don't need a signature from the Board just to be able to use the building. Mr. Verville stated if they do use the building he would like something in writing from the BOS which would be a disclaimer of their responsibility. Mr. Mulholland stated it is a little tricky because the BOS doesn't manage the property, Parks & Recreation Commission does. The Chair stated they need to speak to the Parks & Recreation Commission.

Mrs. Verville stated they have a lot of Mr. Haye's dairies so they are working on getting together information on the history of the bus. The Chair asked if they can get pictures or documentation on what it looked like originally so when they restore it they can do so authentically. Mr. Verville stated they can still get parts for the vehicle. He stated they think they have the manual which came with the truck. He stated they can get blueprints for the truck.

Mr. Tardiff asked if there is someone who is still alive who rode on the bus. Mr. Verville stated he doesn't know. He stated there is one lady who is part of the society who is from the age group and area so he's trying to get hold of her to see if she rode on it.

Public Hearing-Approval of fee changes for the Planning Board.

The Chair opened the public hearing to the public. He asked if there were any questions.

Public Hearing-Approval of changes to the Financial Transactions Policy.

The Chair opened the public hearing to the public. He asked if there were any questions.

Discuss filling the vacancy for a police officer position.

Chief Paquette stated he sent the hiring timeline over to them. He stated he would like to start around October 3, 2015. He stated he found out Pembroke is having Oral Boards with 50 applicants. He stated he will sit in on it and see if there are applicants from there.

Chief Paquette stated Chip Chaput, who has over 20 years' experience, to help them part-time over the winter if it is agreeable to the Board. The Chair asked if there is any reason they got everything so late since they have known for two-weeks this position would be open. Chief Paquette stated he wanted to get it all done before turning it in. He stated he wasn't sure if the Board would want to fill the position.

Mr. Tardiff asked how he is going to handle the aspect he cutting an officer from the budget while he's planning on hiring another officer. Chief Paquette stated he wouldn't be coming back with a revised budget. He stated he and Mr. Mulholland discussed putting the money back in depending on the what the total budget for the town looks like.

Mr. Tardiff asked why Pembroke gets so many applicants. Chief Paquette stated he is not sure. He stated he thinks they bring in officers at different levels.

Mr. Tardiff asked if there are any issues having Mr. Chabot and Mrs. Chabot working together. Chief Paquette stated Mr. Chabot would be working nights. The Chair asked for paperwork for Mr. Chabot because they have the town hiring policy which needs to be followed. He stated they need to get the process going.

The Chair asked about the policies the Police Department has which overlap with the town's. Mr. Mulholland stated it is the same; there's the whole hiring process. He stated Mr. Chaput is full-time qualified so the PT test doesn't have to be done but everything else does.

The Chair stated filling the officer's position doesn't meet with the budget. He stated the paperwork coming in late this afternoon doesn't give them time to review everything which is why they have deadlines for getting things into them.

Mr. Mulholland stated they need to work on the pay rate to be negotiated. Chief Paquette stated he would suggest they bring him in at \$22.00-23.00 an hour and he would be coming as he is presently a Detective Sergeant in Auburn. The Board stated they were good with the suggested pay rate.

Mr. Mulholland stated if they read the memo if they don't hire someone soon, they are going to miss the window to get someone in to the Academy in January which will put them four months behind. Chief Paquette stated the deadline for the Academy is December 7, 2015.

Discuss increasing police detail rate.

The Chair stated it looks like they want to raise the rate to get them more in line with surrounding towns. He asked what else they need to know.

Mr. Tardiff asked if this affects the budget. Chief Paquette stated it does not affect the budget. He stated the rate would be \$64.00.

The Chair asked what are the things they need to be careful about doing this. Chief Paquette stated he doesn't know how many cons there are however one of the things he looked at was the rate and if they get over \$70-80 an hour it's no longer affordable.

Mr. Tardiff asked if this is a reasonable number looking from the outside in. Chief Paquette stated he picked the amount because it is middle of the road.

Mr. Tardiff asked what Hooksett's rate is. Chief Paquette stated he doesn't know.

Mr. Mulholland stated the cons are someone has to be pay for the services. He stated the taxpayers are paying for it indirectly. He stated the Legislature is looking at the detail rates and think they are getting out of control which could be an issue there.

The Chair asked if they need a motion or give approval. Mr. Mulholland stated the approval of the Chief is fine they were just making them aware of it.

Discuss appointment of a representative to the Southern NH Regional Planning Commission, Metropolitan Planning Organization.

Mr. Mulholland stated they signed a memoranda agreement a while ago. He stated because of this they need to appoint someone to the commission. He stated their big focus is transportation. He stated the commission has a division in it , the Metropolitan Planning Organization, in which this person would be a representative. The Chair asked if they could discuss this with the Planning Board.

Approve transfer of appropriations from personnel line to respective budgets.

Mr. Mulholland stated they did the same thing last year when the merit funds were distributed.

Motion. Mr. Tardiff made a motion to move the money for the merit raises to the appropriate line items as indicated in the memo. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Mr. Tardiff – Yes. The Chair declared the Motion passed.

Close Public Hearing-Approval of fee changes for the Planning Board.

Motion. Mr. Tardiff made a motion to approve the fee changes for the Planning Board. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Mr. Tardiff – Yes. The Chair declared the Motion passed.

Close Public Hearing-Approval of changes to the Financial Transactions Policy.

Motion. Mr. Tardiff made a motion to approve the changes to the Financial Transactions Policy. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Mr. Tardiff – Yes. The Chair declared the Motion passed.

TOWN ADMINISTRATOR'S REPORT.

Status report proposed new Community Center facility at the Whitten Street Park.

Mr. Mulholland stated they are extending the bid package deadline for the Community Center by a week. Mr. Tardiff asked how things are going to work with only one person showing up to the meeting and asked if it is a requirement. Mr. Mulholland stated it is not a requirement.

Sewer Commissioner Retirement Party

Mr. Mulholland stated they have letters from the Sewer Commissioner in regards to a retirement. He stated they should be represented for it and he was planning to attend. The Chair asked if this is by invitation only or not. Mr. Mulholland stated it was extended to quite a few people.

Status report in regards to the MS 4 Storm Water Project/Permit.

Mr. Mulholland stated they are still waiting on the report on the MS-4.

Breast Cancer Walk

Mr. Mulholland stated they have a Breast Cancer walk on October 19, 2015. He stated this is their fourth year.

ICMA Conference

Mr. Mulholland stated he will be out of the office from September 27-30, 2015 for the ICMA Conference.

Budget Presentation Schedule

Mr. Mulholland stated as a reminder he spoke with the Department Heads about the budget presentation schedule. He stated October 5th is the overview with the Highway, Planning Board, ZBA, Parks & Recreation and Conversation Commission. He stated October 19th is the Administrative Budgets – Police, Fire and Library. He stated October 26th is the EMS and Ambulance Service and November 9th is the Sewer and Final Budget.

Building Permit Applications Meeting

Mr. Mulholland stated there are a couple of other meetings which will be going on in terms of the flow of building permit applications and site plan applications. He stated he asked the Building Inspector to get everyone together to discuss the process so there aren't disconnects.

The Chair stated in the past they discussed having a Technical Review Committee and asked if this would be part of it. Mr. Mulholland stated this is when someone brings an application in as there are a bunch of pieces to it. He further explained pieces of the process and records which are meeting.

Other Business

Mr. Mulholland stated the Town Attorney is going to put on a workshop for the Zoning Board on September 23, 2015.

Mr. Mulholland stated there is a delay in the health and safety audits.

Mr. Mulholland stated there is a schedule for the Tyler Software. The Chair asked how close it is to being online. Mr. Mulholland stated December but they had targeted October and the real goal is January.

Mr. Mulholland stated trick or treat will be on October 31, 2015. Chief Paquette stated they are going to stay open a little later for the trick or treaters at the police station.

Mr. Tardiff asked where they are on the street lights. Mr. Mulholland stated they are in Long Beach, CA and should be on the truck by now.

Mr. Tardiff asked where they are at with the other signature application. Mr. Mulholland stated they have been using it. Mr. Tardiff asked if they are going to transition out of it. Mr. Mulholland stated there will be a combination of using the two applications.

The Chair asked how the meeting went with the employees regarding health insurance. Mr. Mulholland stated it went well. He stated it is an opportunity for the employees to be smart shoppers.

Ratify Consent Calendar: September 14th , 2015

Motion. Mr. Tardiff made a motion to approve the Consent Calendar for September 14, 2015. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Mr. Tardiff – Yes. The Chair declared the Motion passed.

Review Minutes: 081015

Motion. Mr. Tardiff made a motion to approve the meeting minutes of August 10, 2015. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Mr. Tardiff – Yes. The Chair declared the Motion passed.

The Chair stated he still has two non-publics he needs to rewrite.

Motion. Mr. Gryval made a motion to approve the non-public session one meeting minutes for August 10, 2015. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Mr. Tardiff – Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to approve the session two non-public meeting minutes for August 10, 2015. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Mr. Tardiff – Yes. The Chair declared the Motion passed.

Mr. Mulholland stated he is working on getting someone to transcribe the Planning Board minutes because Mrs. Hetu can't do the PB minutes with her schoolwork. He stated he explained to Mrs. Hetu the Planning Board meeting has to be very detailed. He stated the Planning Board is very time consuming and with all the other committees Mrs. Hetu is doing she is going to be very busy and she is working on her Master's degree right now.

Fire Department Purchase Orders

Mr. Mulholland called Chief Pendergast to do a conference call regarding his purchase orders.

The Chair asked Chief Pendergast to explain why he put in the purchase orders and why they need them.

Chief Pendergast stated the first one is for video camera system which will give them eight cameras on the outside of the building. He stated the cameras will cover the whole parking lot to the right, left, front, and back of the building. He stated there will be a DVR system to record the cameras on a continuous loop.

Chief Pendergast stated the second one is for locks and an access system for the Fire Station. He stated they don't have an issue with this however it will give them better security for the building. He stated it will be card and key access into the building.

Mr. Tardiff asked about getting a grant for this. Chief Pendergast stated he doesn't know if they will be successful with this. He stated if they did get the grant it would reimbursement for this.

Mr. Tardiff asked if they have this in the budget. Chief Pendergast stated they do. Mr. Tardiff asked about having three quotes on this. Chief Pendergast stated they received quotes from Concord Locks, Northeast Security and A&B Locksmith. He stated the two locksmiths were a bit higher but they need to harden the building. Mr. Tardiff asked Mr. Mulholland if they have the three estimates for this. Mr. Mulholland stated they did.

The Chair asked how they are going to do this as far as timing goes in regards to the budget. Chief Pendergast stated he doesn't mind waiting until the end of the year to see where the budget is at. He stressed to the Board they do not have an issue right now; he just wants to do this to avoid potential issues. Mr. Tardiff stated he is fine with going forward once they know the numbers are all set.

Mr. Mulholland stated his recommendation is they approve the purchase orders and encumber them so they can act on them in March.

Motion. Mr. Tardiff made a motion to approve the purchase order 15-0008 for Entry Control for the Fire Department with final say in the middle of December and to require additional approval from the BOS to executive it. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Mr. Tardiff – Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to approve the purchase order 15-0009 for Security Camera Systems for the Fire Department with final say in the middle of December and to require additional approval from the BOS to executive it. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Mr. Tardiff – Yes. The Chair declared the Motion passed.

Highway Department Purchase Orders

Mr. Mulholland stated he told the Road Agent he is not going to approve any more purchase orders because he will be in the red. He stated he should not be approving purchase orders which exceed the budget approved by the Board of Selectmen.

Motion. Mr. Gryval made a motion to have the Road Agent come before the Board of Selectmen for any expenditures over his authorized amount. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Mr. Tardiff – Yes. The Chair declared the Motion passed.

PA-16 Reimbursement

The Chair asked about PA-16 Reimbursement to city and towns in which Federal and State forest lands is situation and if anything comes from it. Mr. Mulholland stated the State pays the town a small amount of money for having forested land in the town. He stated their argument is they have more land than what the town says they have.

Approve Payroll and Accounts Payable Manifests: o Payroll: 090215

Motion. Mr. Tardiff made a motion to approve the payroll manifest of September 2, 2015. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Mr. Tardiff – Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to approve the accounts payable manifest of September 2, 2015 and September 9, 2015. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Mr. Tardiff – Yes. The Chair declared the Motion passed.

Non-Public Session in accordance with the provisions of RSA 91-A:3,II(a)

Motion. Mr. Gryval made a motion to go into non-public session under RSA 91-A:3,II(a) at 7:12pm. Mr. Tardiff seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Mr. Tardiff – Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to go back into public session at 9:17pm. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Mr. Tardiff – Yes. The Chair declared the Motion passed.

Motion. Mr. Gryval made a motion to seal the previous non-public meeting minutes because it could adversely affect a person other than a member of this board. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Mr. Tardiff – Yes. The Chair declared the Motion passed.

Motion. Mr. Tardiff made a motion to adjourn. Mr. Gryval seconded the Motion. There was no additional discussion.

A Roll Call Vote was taken: Mr. Gryval –Yes and Mr. Tardiff – Yes. The Chair declared the Motion passed.

The Chair declared the meeting adjourned at 9:18 pm.

TOWN OF ALLENSTOWN
SELECTBOARD
PUBLIC MEETING MINUTES

September 14, 2015

Signature Page

Original Approval:	
 JEFFREY GRYVAL, Chair	09/27/2015 DATE
 JASON TARDIFF, Member	09/25/2015 DATE
 KATE WALKER, Member	09/30/2015 DATE

Amendment Approvals:		
Amendment Description:	Approval:	Date:
	JEFFREY GRYVAL, Chair	DATE
	JASON TARDIFF, Member	DATE
	KATE WALKER, Member	DATE

Signature Certificate

 Document Reference: V6XSAJIZD5KNMLF6KBTDVM

RightSignature
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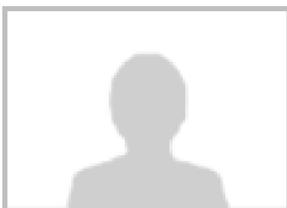


Kate Walker
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Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

84142875ba798d6da6378ad9662eb7cfbdb24f1b



Jason Tardiff
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Electronic Signature:

Multi-Factor
Digital Fingerprint Checksum

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Jeffrey Gryval
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Digital Fingerprint Checksum

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Timestamp

2015-09-30 05:04:37 -0700
2015-09-30 05:04:37 -0700
2015-09-27 08:40:52 -0700
2015-09-27 08:38:25 -0700
2015-09-25 14:06:04 -0700
2015-09-25 14:05:35 -0700
2015-09-24 03:09:23 -0700

Audit

All parties have signed document. Signed copies sent to: Kate Walker, Jason Tardiff, Jeffrey Gryval, and Shaun Mulholland.
Document signed by Kate Walker (kwalker@allentownnh.gov) with drawn signature. - 65.175.133.144
Document signed by Jeffrey Gryval (jgryval@allentownnh.gov) with drawn signature. - 104.129.196.115
Document viewed by Jeffrey Gryval (jgryval@allentownnh.gov). - 104.129.196.115
Document signed by Jason Tardiff (jtardiff@allentownnh.gov) with drawn signature. - 173.9.43.198
Document viewed by Jason Tardiff (jtardiff@allentownnh.gov). - 173.9.43.198
Document viewed by Kate Walker (kwalker@allentownnh.gov). - 24.34.66.205



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2015-09-23 08:28:42 -0700

Document created by Shaun Mulholland (smulholland@allentownnh.gov). -
64.222.96.214



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